

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: July 5, 2018

PERSONNEL LETTER #18-009
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Marissa Revelino, Chief
Personnel/Payroll Services Division

**RE: JULY 1, 2018 GENERAL SALARY INCREASE AND SPECIAL SALARY ADJUSTMENT
FOR RANK-AND-FILE AND EXCLUDED EMPLOYEES**

CalHR has approved a general salary increase (GSI) and special salary adjustment (SSA) for eligible Rank-and-File and Excluded employees, effective July 1, 2018. Please refer to CalHR Pay Letter #18-15 for further information regarding eligibility criteria, including class codes eligible for an SSA. This letter can be accessed via the following link: <https://hrnet.calhr.ca.gov/CalHRNet/default.aspx>.

EMPLOYMENT HISTORY MASS UPDATE PROCESSING

The State Controller's Office (SCO) will process an Employment History (EH) mass update on Friday, July 06, 2018 to implement the July 1, 2018 effective date GSI for eligible employees. The GEN transaction will reflect the GSI within the employee's base salary rate.

SCO will process an EH mass update on Tuesday, July 10, 2018 to implement the July 1, 2018 effective date SSA for employees in eligible class codes. The SAL transaction will reflect the SSA within the employee's base salary rate.

The Personnel/Payroll Services Division (PPSD) will manually update EH records not included in the mass update. PPSD will notify departments of any situations requiring department action.

Turnaround PARs (TAD) will be issued and released on a flow basis.

**DEPARTMENTAL ACTION REQUIRED - EH DOCUMENTATION/PROCESSING
INSTRUCTIONS**

Please Note: For any of the following departmental action circumstances, if an employee is entitled to both a GEN and a SAL, and are at the minimum or maximum of their respective salary range, PARS must be submitted to PPSD for processing.

Departments are responsible for keying the SAL and GEN transactions effective July 1, 2018 for eligible employees in class codes 8231 and 8252.

Departments are responsible for keying the SAL transaction effective July 1, 2018 for eligible employees in LEAP class code 4687.

Disability/Military Leave

Employees on Disability or Military leave at the time of the mass update will need to be identified and updated by departments.

Plus Salary

Departments must manually identify and update the records of employees who have a plus salary.

Lump Sum

Employees who separated from state service without fault prior to the effective date of the salary increase with lump sum pay extending beyond July 1, 2018, and who were eligible for the GEN/SAL at the time of the separation, should have their lump sum adjusted to reflect the salary increase. Departments must identify and manually process the GEN/SAL transactions for separated employees, as applicable. In order to assist departments in identifying these employees, SCO will provide a ViewDirect report. A subsequent Personnel Letter will be released when this report is available.

Out-of-Sequence

After the GEN and SAL transactions are posted to an employee's EH record, any new out-of-sequence transaction must have the old salary rate entered, if allowable on the transaction. If not entered, the salary rate information per the GEN and SAL transactions will be reflected on the new transaction and could cause an overpayment. See Personnel Action Manual (PAM) Section 9 for further processing information. The PAM can be accessed via the following link: http://www.sco.ca.gov/ppsd_pam.html.

If correcting a July 1, 2018 effective date transaction that was processed prior to the GEN and SAL being posted, enter the GSI Code O (alpha O) in the GSI field on the PAR1 update screen on the correct transaction to denote the old salary rate. Per DPA rule 599.689, MSA/SIS transactions with a July 1, 2018 effective date must be posted prior to the GEN, if applicable. Enter the GSI Code O on the MSA/SIS transaction to denote the old salary rate. Failure to enter the GSI Code O could result in an incorrect base salary rate and/or anniversary date (i.e., overpayment).

PAYROLL ADJUSTMENTS

Departments will need to submit form STD. 674/674D to request adjustments for the following payments that have issued for the July 2018 pay period:

- Regular pay with dock applied for employees with a mid-month change.
- Regular pay for employees on an alternate work schedule or working a shift and time paid does not equal time possible for the pay period.
- Industrial Disability Leave (IDL)
- Regular and/or Supplementation pay for employees on Temporary Disability (TD)
- Nonindustrial Disability Leave (NDI)

- Regular and/or Supplementation pay for employees on State Disability Insurance (SDI)
- LC 4800
- Out-of-Class pay – Earnings ID 8G and 8G2 only
- Supplemental Premium Payment Type 8 only if the pay rate is based on a percentage of the employee's based on salary rate and the employee is receiving a GSI or SSA.

Please direct questions on the salary changes as follows:

SUBJECT AREA	CONTACT	TELEPHONE NUMBER
Program Administration (e.g., rules, regulations, benefits/pay impacts)	Personnel Services Branch CalHR	(916) 323-3343
General Payroll Procedures Disability Payroll Procedures Employment History Procedures	Customer Contact Center	(916) 372-7200

MR:AVB:PMAB